

MY *tax* ACCOUNT

Training Webinar Outline

July 18 and 25, 2013

- **Logon**

- ✓ Unlock
- ✓ Reset password

- **Profile Information**

- ✓ Update bank account information
- ✓ Update contact and security information
- ✓ Manage accesses to your account

- **Requests and Notices**

- ✓ View and print
- ✓ Filter
- ✓ Add or cease accounts
- ✓ Make or withdraw requests
- ✓ File return when period not displayed

- **Bank Accounts**

- ✓ Add or update through home page
- ✓ Add or update through tax account page

- **Other Activities**

- ✓ Appeal notice
- ✓ Request extension
- ✓ Amend return
- ✓ File saved return
- ✓ Edit name and address
- ✓ Attention needed

- **Navigation Summary**

- **Security**